

State of California
Integrated Waste Management Board



**Farm and Ranch Solid Waste
Cleanup and Abatement
Grant Program**

Application Instructions
(Revised April 9, 2003)

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GRANT APPLICATION SUBMITTAL CHECKLIST

Submit one of the following for each application:

- ☐ Grant Application Cover Sheet - Exhibit A
- ☐ Environmental Justice Certification - Exhibit B
- ☐ Resolution - Exhibit C
- ☐ General Checklist of Business Permits, Licenses and Filings Form - Exhibit D
- ☐ Proposal Narrative - Exhibit E
- ☐ Grant Experience Worksheet - Exhibit F
- ☐ Letters of Support – Exhibit G

Submit one of the following for each site:

- ☐ Work Plan - Exhibit H
- ☐ Budget - Exhibit I
- ☐ Site Characterization Form - Exhibit J
- ☐ Property Access Authorization and Non-Responsibility Affidavit - Exhibit K
- ☐ Vicinity Map - Exhibit L
- ☐ Land Use/Zoning Designation - Exhibit M
- ☐ Photographs - Exhibit N

One original and two copies of the application must be mailed to the address below. Identify the original application with a mark or stamp indicating “original” and mark or stamp the two copies “copy”. The original and two copies must be typed in a font of no less than 12 point, printed on 8½" x 11" recycled-content paper, double sided, and numbered consecutively. Copies must be free of distortion and easy to read.

Application should be loose leaf and stapled in the upper left-hand corner. No binders or folders please.

If you have questions, or need additional information, contact Carla Repucci at (916) 341-6316 or crepucci@ciwmb.ca.gov. Additional information can be found on the CIWMB web site at <http://www.ciwmb.ca.gov/LEACentral/GrantsLoans/FarmRanch>

Please mail applications to:

California Integrated Waste Management Board
Farm & Ranch Solid Waste Cleanup and Abatement Grant Program
Attn: Philip Poon
Grants Administration Unit
P.O. Box 4025, MS-10
Sacramento, CA 95812-4025

FARM AND RANCH SOLID WASTE CLEANUP AND ABATEMENT GRANT PROGRAM

I. GRANT SUMMARY AND APPLICATION GUIDELINES

A. Background

Public Resources Code Section 48100 et seq. authorizes the California Integrated Waste Management Board (CIWMB) to award grants to cities, counties, resource conservation districts and Native American tribes (as defined) for the cleanup of illegal disposal sites on farm and ranch property.

For purposes of this application, “Applicant” and “Local Agency” means cities, counties, resource conservation districts and Native American tribes (as defined below).

Approximately \$1 million is available for the Farm and Ranch Solid Waste Cleanup and Abatement Grant Program (Farm and Ranch Grant) annually.

- The grants are awarded on a competitive basis and limited to \$50,000 per single cleanup or abatement project, with a limit of \$200,000 per year for each eligible Applicant. No matching funds are required.
- Once a grant is awarded, the grantee will have approximately two years to complete the project. The length of the grant depends upon the quarter of the year in which the grant is awarded.
- An incorporated city, a resource conservation district and the county within which they are located are each eligible for up to \$200,000 of grant funds each year. However, two or more departments or agencies within a specific city or county are eligible for a combined total of \$200,000 per year.
- For single sites requiring in excess of the \$50,000 per site limit for cleanup costs, an Applicant may apply for full grant funding provided there is a commitment from the Applicant or property owner to provide in-kind services and/or funds to meet the cleanup costs beyond the available funding limit.
- The CIWMB reserves the right to not award any or only a portion of the Farm and Ranch Grant.
- Funding is subject to availability.

B. Applicant Eligibility

Eligible applicants are cities, counties, resource conservation districts and Native American tribes. Pursuant to Public Resources Code, §48100(d)(1) an eligible Indian Tribe is an Indian tribe, band, nation or other organized group or community, or a tribal agency authorized by a tribe as defined herein, which is recognized as eligible for special programs and services provided by the United States to Indians because of their status as Indians and is identified on pages 52829 to 52835, inclusive, of Number 250 of Volume 53 (December 29, 1988) of the Federal Register, as that list may be updated or amended from time to time.

Private property owners are not eligible to apply directly; they must make a request for application submission to the city, county, resource conservation district or Native American tribe their property is located within. Such requests will be reviewed and considered by their respective Local Agency as set forth in Section II below, and if approved, the Local Agency shall apply for the Farm and Ranch Grant on behalf of the property owner.

C. Eligible Sites for Cleanup

A Site may be eligible for funding if **all** of the following criteria are met:

- The parcel(s) where the site(s) is (are) located is zoned, or otherwise authorized, for agricultural use;

- The site(s) is used, or has been used, for rangeland or agricultural activities, including, but not limited to, commercial livestock, crop production, horticulture, aquaculture, silviculture, floriculture, vermiculture and viticulture;
- Unauthorized solid waste disposal has occurred on the site(s);
- The site(s) is/are in need of cleanup in order to abate a nuisance or public health and safety threat and/or a threat to the environment;
- The site(s) is/are an illegal disposal site (e.g., not permitted and not exempt from obtaining a solid waste facility permit and is not a closed site);
- The responsible party either cannot be identified, located or pay for timely remediation; and,
- The property owner was not responsible for the illegal disposal as determined by the Applicant.

D. Eligible Costs

The Farm and Ranch Grant is a reimbursement grant. The Grantee must incur the expense and then file a Payment Request form along with the appropriate supporting documentation to obtain payment from the CIWMB.

Eligible costs include, but are not limited to:

- Waste removal and disposal,
- Recycling, including used oil and automotive batteries,
- Drainage control and grading improvement,
- Slope and foundation stabilization,
- Equipment rental,
- Excavation,
- Revegetation,
- Site security,
- Public education,
- Removal of Chlorofluorocarbons (CFC's) from appliances; and,
- Administrative costs not to exceed seven percent (7%) of the cleanup costs expended.

E. Ineligible Costs

Ineligible costs include, but are not limited to:

- Closure activities,
- Ground water remediation,

- Operation and maintenance of any part of a leachate system,
- Surface water or vadose zone monitoring systems,
- Handling of hazardous substances [as defined in 42 U.S.C. Section 9601 (14)],
- Extinguishing of underground fires; and,
- Any cleanup costs for conditions that the property owner was deemed responsible.

II. GRANT APPLICATION SUBMITTAL

Applications for the Farm and Ranch Grant are accepted continually and reviewed on a quarterly basis. Applicants are responsible for the preparation of the grant application, management of the cleanup project, and completion and submittal of all grant related documents.

A. Application Submittals

Each application will be reviewed for eligibility and completeness. If necessary, additional information will be requested.

After the close of the application period, review panels consisting of CIWMB staff will be convened. Eligible and complete applications will be evaluated and scored based upon the CIWMB approved Grant Scoring Criteria (*see Attachment 1*) and the completion of the required exhibits. Applicants must attain at least 60 of the 150 points possible (40%) to be eligible for funding.

An application may be initiated by a city, county, resource conservation district, Native American tribe ("Local Agency" or "Applicant"), or requested by the property owner. If the request is initiated by a property owner in accordance with Section (II)(B), the Applicant must comply with Section (II)(D).

B. Property Owner Request for Cleanup

A farm or ranch property owner may request a grant application be prepared on his/her behalf by submission of the following to the Local Agency for consideration:

- 1) A letter requesting that the Applicant apply for a grant on his/her behalf. The letter shall include the name, mailing address and telephone number of the property owner and the approximate type and quantity of waste disposed on the property;
- 2) A vicinity map showing the location of each site and access points to the parcel of each site being requested for cleanup under the grant;
- 3) A signed and notarized affidavit or letter from the property owner stating that he/she did not authorize, nor was responsible for the illegal dumping of solid waste onto his/her property or the degradation of the environment; and,
- 4) Photographs of the site.

C. Reimbursement of Prior Cleanups

Reimbursement of costs previously incurred by a farm or ranch property owner for the cleanup or abatement of an illegal disposal site may be allowed if verification and documentation of those costs is provided, the site is an eligible site as described in Section (I)(C) above and the costs incurred were used specifically for cleanup or abatement work.

In addition to the information requested in Section (II)(B) above, the property owner shall provide to the Local Agency the following:

- 1) A description of the tasks taken to remediate the site;
- 2) The type and quantities of wastes recycled;
- 3) The costs and receipts associated with disposal;
- 4) The recycling equipment and labor used; and,
- 5) 'Before and after' photographs of the project taken from the same location with the same landmarks (e.g., trees, buildings, etc.).

D. Local Agency's Review of Property Owner's Request

The Local Agency has 45 days from receipt of the property owner's request to review the request, conduct a site visit and provide a written determination that the owner's property is or is not eligible for submission of a Farm and Ranch Grant application.

If the Local Agency determines that the site is not eligible for submission of a Grant Application, it shall provide the property owner with the reasons for disapproval within 45 days of the receipt of the request. The property owner may appeal this determination pursuant to Title 14 California Code of Regulations Section 17994.3.

Once the Local Agency determines that the property owner's request is accurate and complete, the Local Agency shall submit a grant application to the CIWMB within 60 days from the date of determination.

III. APPLICATION REVIEW SCHEDULE

The review schedule, along with the proposed corresponding CIWMB meeting date, is listed below (e.g., all complete applications received on or before January 1 will be reviewed and, if qualifying, will be recommended for award at the February Board meeting). This schedule is subject to change without notice.

Applications Received on or before	January 1	April 1	July 1	October 1
Targeted Board Meeting	February	May	August	November

Applications received after April 1 of any given year will be reviewed and ranked in the next fiscal year (July 1 - June 30). Jurisdictions planning to apply for the full \$200,000 per fiscal year consecutively need to plan accordingly.

IV. APPLICATION INSTRUCTIONS

An Applicant may request the cleanup of one or more sites on the same application.

These Application Instructions have been organized into two distinct parts:

- A) General information required for the *application* and,
- B) Specific information required for each *site*.

A complete Grant Application consists of all of the information from A and B below:

A. Application Information

Each application must include all of the following:

1. Grant Application Cover Sheet - Exhibit A

The cover sheet must be filled out completely and signed by the person authorized in the resolution. Instructions for completing the form are on the reverse side of the form.

2. Environmental Justice Certification - Exhibit B

This document must be signed by the person authorized in the resolution.

3. Resolution - Exhibit C

Provide an approved resolution from the Applicant's governing authority that authorizes: 1) submittal of the application; and, 2) a designated (by job title) signature authority to sign the application, the Grant Agreement, Payment Request forms and all other grant related documents on behalf of the Applicant.

Please select the designated signature authority carefully as only the person in the designated position will be able to sign the grant documents.

- If a "designee" of the signature authority is also authorized in the resolution, include a letter signed by the signature authority indicating the title of the designee.

The resolution may be specific to this fiscal year's (2002/2003) Farm and Ranch Grant, or it may cover all Farm and Ranch Grants for up to a maximum of five (5) fiscal years (i.e., fiscal years 2003/2004 through 2008/2009) (See sample).

BASED ON GOOD CAUSE AS STATED IN THE APPLICATION, THE RESOLUTION MAY BE SUBMITTED AFTER THE APPLICATION, BUT NO LATER THAN NINETY (90) DAYS AFTER GRANT APPROVAL BY THE CIWMB. FUNDING WOULD BE CONDITIONAL UPON RECEIPT OF A TIMELY RESOLUTION.

4. General Checklist of Business Permits, Licenses and Filings Form (CIWMB 669) – Exhibit D

This form must be completed as part of the grant application. The Applicant is required to complete this checklist detailing the critical permits and/or licenses that will be required for the project to help assure readiness and ability to perform the tasks set forth in this grant application. If you intend to hire a contractor under this grant, the contractor can provide you with the necessary information to complete the form. If the contractor has not yet been chosen, complete the form to the best of your ability. This form will need to be updated with the submittal of the signed Grant Agreement, with Payment Requests and the Final Report. Failure to complete and submit this Checklist may result in an incomplete application and disqualification.

5. Proposal Narrative - Exhibit E (*Refer to Grant Scoring Criteria- Attachment 1*)

Provide information on Exhibit E to justify the need for the grant funds.

6. Grant Experience Worksheet - Exhibit F

Provide information on Exhibit F detailing Applicant's, and/or its contractors staff resources and technical expertise available for the implementation of this project. Include experience remediating similar sites. Also provide a list of any previous grants received for similar projects.

7. Letters of Support - Exhibit G

To support and justify the need for the grant include letters from individuals, organizations, jurisdictions and others that have a vested interest in and/or reflect knowledge of the proposed project.

Letters of support are essential for a cleanup that involves a Right-of-Way. A letter should be obtained from each owner of the properties adjacent to the proposed cleanup site(s). The letter should document how the waste is impacting, or has the potential to impact, their land, water supply, livestock, crops, etc. and explaining how the neighboring owners will benefit from the proposed cleanup.

B. Site Information

For each site include the following:

1. Work Plan – Exhibit H

The Work Plan should be a step-by-step chronological list of the tasks necessary to remediate the nuisance or threat posed by the illegal disposal of the waste. A separate work plan should be completed for each site unless a series of small sites are close in proximity and have the same characteristics as described on the Site Characterization Form (*Exhibit J*)

The Work Plan should include, but not be limited to:

- Mobilization/startup steps, including; obtaining permits, conducting CEQA, the scope of work, “before” photographs.
- A description of the proposed recycling activities and projected amounts of material to be recycled.
- Dates the cleanup is estimated to begin and be completed.
- Explanation of the involvement of cooperating organizations.
 - Include agencies/businesses to be contacted for permits, licenses, etc., such as Regional Water Quality Control Board, Department of Toxic Substances Control, city or county planning departments, etc.
- “After” Photographs.

2. Budget - Exhibit I

Reference the list of eligible and ineligible costs in section (I)(D) and (E) above. Round to the nearest dollar. The sum of all budget itemizations must equal the amount requested on the Grant Application Cover Sheet.

A separate budget itemization must be submitted for each site.

- Provide an itemized cost breakdown, by budget category, for each activity. Provide a subtotal for each budget category.
- Demonstrate that the project is cost effective in relation to the location, type and quantity of wastes and that it maximizes the use of available funds through cost savings, such as volunteer labor, in-kind services and recycling options.
- Include quotes and estimates to support the claimed costs.
- Demonstrate that expenses are reasonable for all work plan tasks itemized in the budget.
- Address ability to remediate the site with available funds.
- If an expenditure is to be paid for through in-kind services or money, it should be indicated.
- The total expense, for which grant funds are requested, must be clearly set forth.

Budget must be arranged using the following budget categories:

It is not necessary to use all of the budget categories, only the categories applicable to your project.

a. Disposal/Recycling

List the associated cost for all materials to be disposed or recycled.

b. Equipment

List the type and cost of all equipment to be used/rented to complete the project.

c. Materials

Include the cost of all materials, including, but not limited to, signs, public education information such as brochures or flyers, gates, fencing, security controls and vegetative cover.

d. Personnel

Include all wages, salaries and benefits for personnel whose activities are directly related to the cleanup project proposed in the application; including, but not limited to, actual work performed at the cleanup site and time required to process grant Payment Requests and prepare reports required for the grant. Include task description, cost, duration and staff responsible.

e. Administrative Costs

Includes indirect and overhead costs, including supervision and management of site cleanup. A maximum of seven percent (7%) of the cleanup costs may be spent on administrative costs.

To calculate the maximum amount of administrative costs allowed under the grant, add up all expenditures from the other budget categories and multiply this total by 7 percent (.07). See below:

1. Disposal/Recycling	\$ _____
2. Equipment	\$ _____
3. Materials	\$ _____
4. Personnel	\$ _____
<hr/>	
Subtotal-Total Project Cost	\$ _____
5. Administrative costs {Not to exceed 7% of (1) + (2) + (3) + (4)}	\$ _____
Total	\$ _____

3. Site Characterization Form(s) - Exhibit J

Complete Exhibit J to provide an assessment of each site including the degree of threat to public health and safety and/or the environment. A separate form must be completed for each site proposed for cleanup or remediation activities. The following information should be addressed on the form:

• General Description of Site

For each site describe:

a) Current land use (include surrounding land)

- Is the site *active* farm or ranch property? (range land, livestock or crop production, aquaculture, floriculture, horticulture, silviculture, vermiculture, viticulture, other) Include the type of livestock, crop(s), and other activities on the property.
- Is the site *inactive* farm/ranch property? (i.e., did it previously support cattle grazing or an orchard?)

- b) Site history
- c) Topography
- d) Accessibility of site as it pertains to the proposed cleanup

- **Enforcement Status**

Explain any enforcement actions, such as a code enforcement violation or citation issued in regards to the site(s) being proposed for cleanup.

- **Owner Responsibility**

Describe how the illegally disposed waste was discovered and any measures or actions taken by the property owner or Applicant to address the illegal dumping.

- **Site Assessment**

Estimate the types of waste present by completing the table on the form. Provide the quantity (number, gallons, tons, etc.) for each waste type. Complete the remaining tables regarding land use.

4. Property Access Authorization and Non-Responsibility Affidavit - Exhibit K

A signed affidavit or letter from the property owner stating they did not direct, authorize or permit the illegal disposal of solid waste the grant is proposing to remediate. If the cleanup project involves more than one property owner, an affidavit must be obtained from each owner.

5. Vicinity Map - Exhibit L

A map showing the location of each site and access points to the parcel of each site being requested for cleanup or reimbursement under the grant. This map can be created using a map program such as *Street Atlas* or from www.yahoo.com (See sample).

6. Land Use/Zoning Designation - Exhibit M

Provide a copy of the land use or property zoning description from the general plan or other applicable planning document (See sample).

7. Photographs - Exhibit N

Provide photographs of the illegal disposal site(s) the grant is proposing to remediate. If possible, the photos should include a recognizable landmark (such as a tree or building). This will provide a reference for the “after” photo to ensure it is taken from the same location.

V. GRANT ADMINISTRATION

A. Grant Agreement

Following the CIWMB’s approval of the grant awards at its monthly business meeting, the grantee will receive a Grant Agreement, which consists of a cover sheet, Terms and Conditions, and Procedures and Requirements along with the Applicant’s Budget and Work Plan. The signature authority designated by resolution will be required to sign the Grant Agreement and return it to the CIWMB. Grant Agreements must be executed and returned within ninety (90) days from the date of the CIWMB’s mailing of the agreement package. Failure to return the executed agreement within ninety (90) days may result in non-funding of the grant.

B. Payment of Grant Funds

Grant funds are paid on a reimbursement basis for actual costs directly related to the implementation of the approved project. Payment will be made only for costs described in the Applicant’s approved budget. All Payment Requests must be prepared as described in the Procedures and Requirements and include an itemization with documentation of claimed expenses (e.g., receipts, invoices, etc.).